Revised 03/23/04

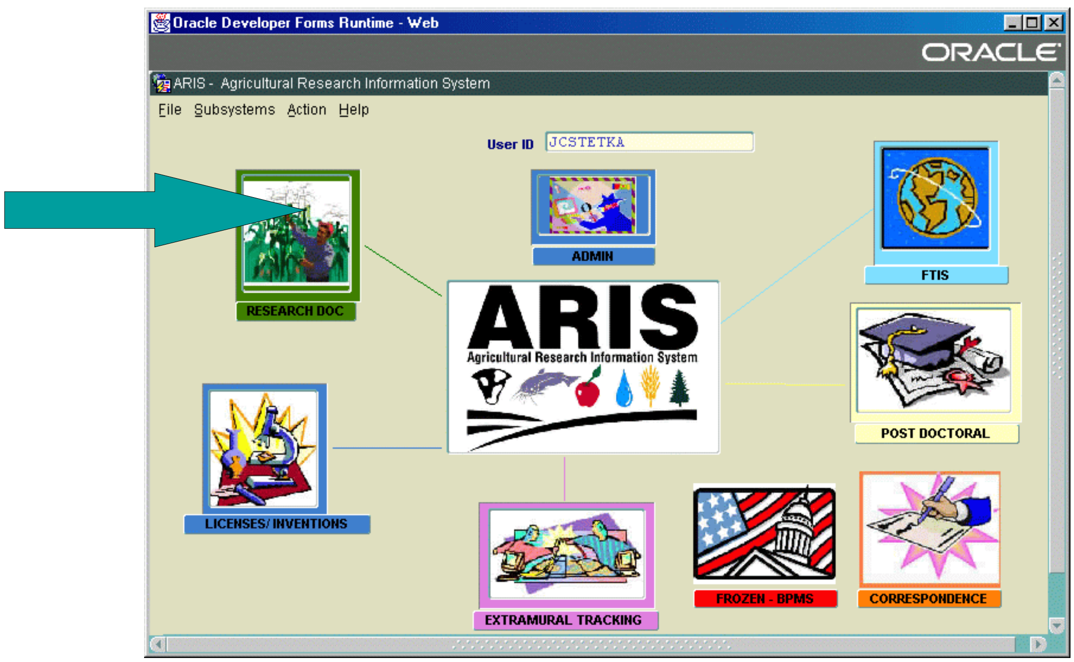
Chapter 4A. 416/417 Research Projects

Entering a New 416/417

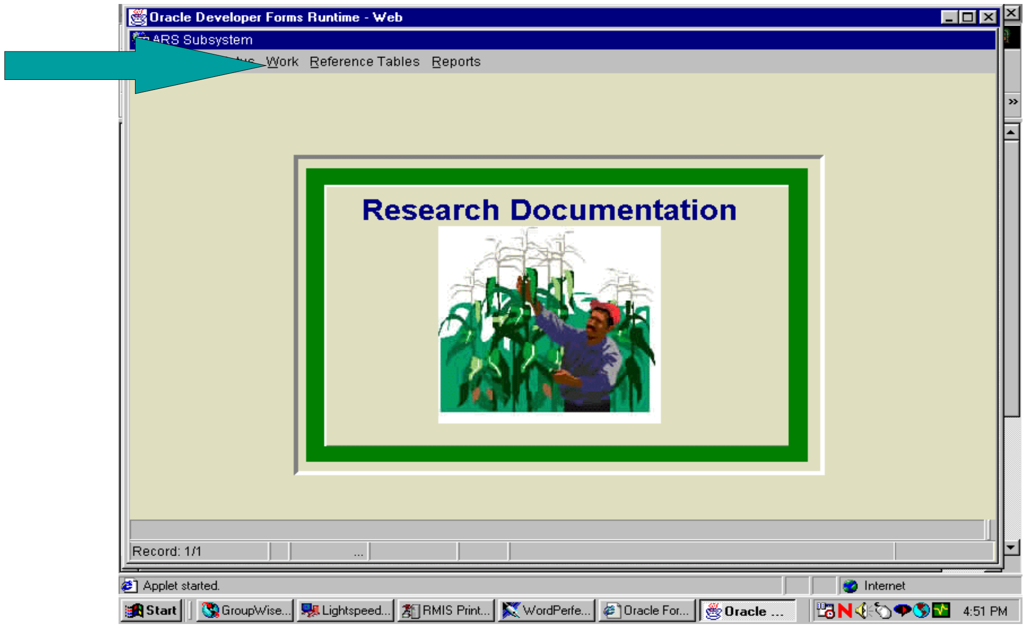
A new inhouse project is required when a research project is initiated due to newly appropriated funding or a project has reached the termination date and needs to be replaced in accordance with the Office of Scientific Quality Review.   It is the responsibility of the Lead Scientist of the project to provide the information for the new project in order to be entered into ARIS.

In order to enter a new inhouse project (416/417) follow the steps/screens below:

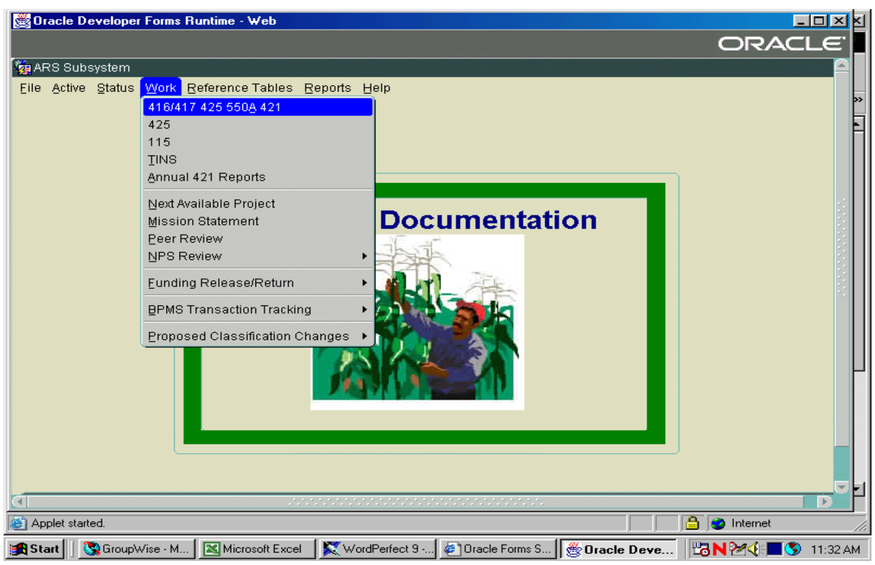
From the ARIS main menu, click on “Research Doc” (fig. 1). Then click on “Work” from the Research Documentation screen (fig. 2) and a drop-down menu will be displayed with all your options (fig. 3).



(Fig 1. - ARIS Main Menu)

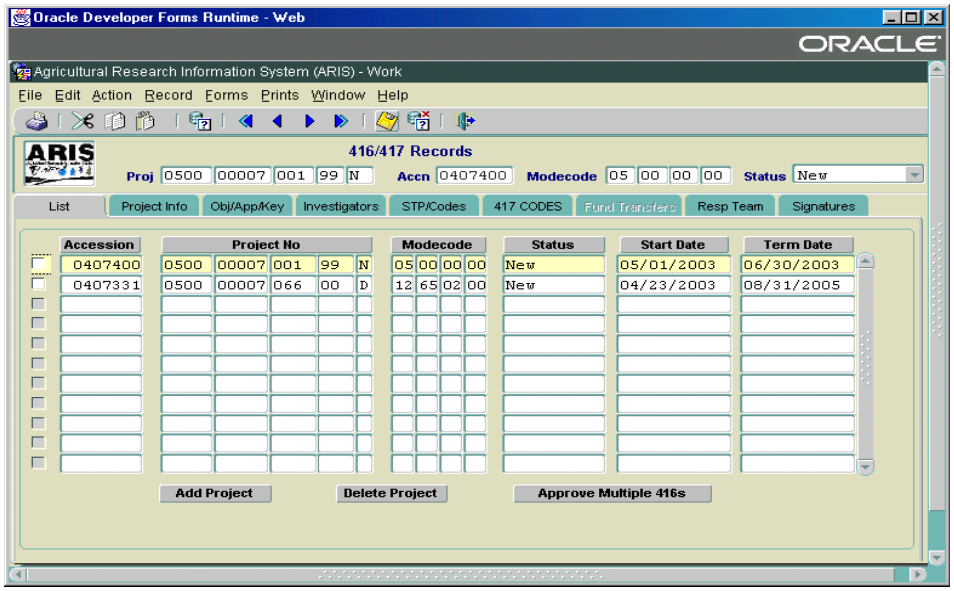


(Fig. 2 - Research Documentation)



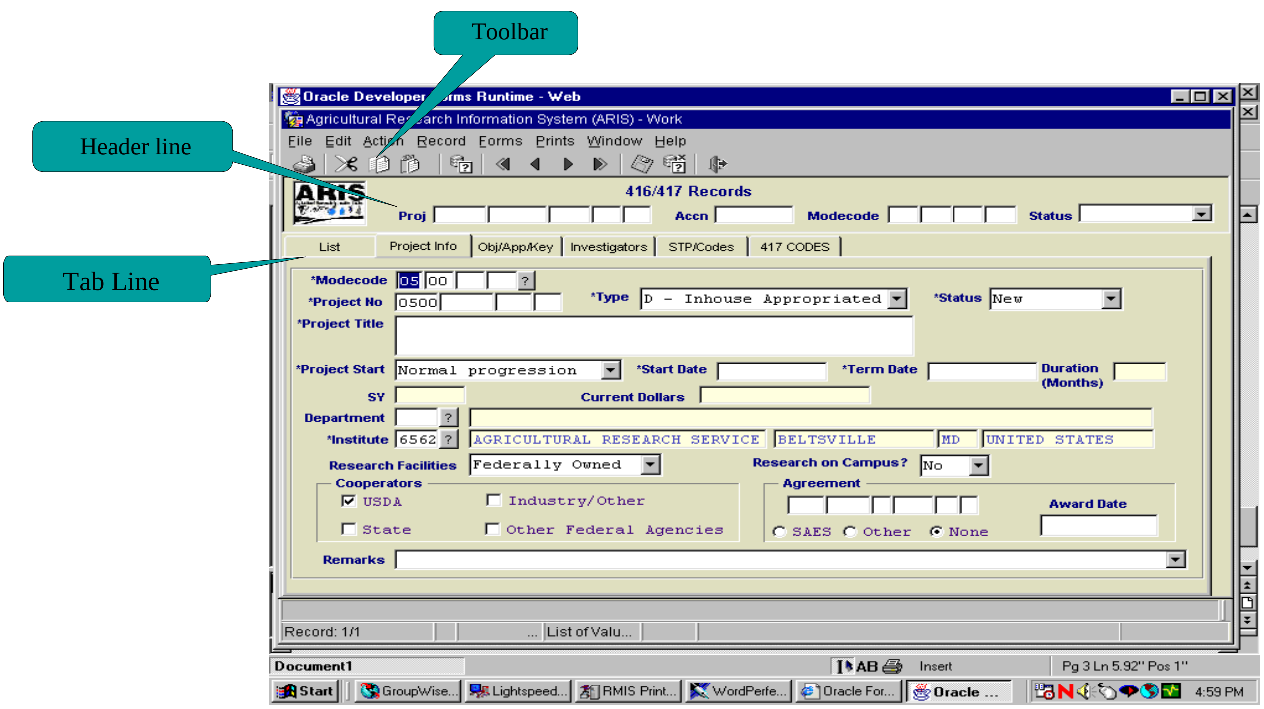
(Fig. 3 - Research Documentation - Work)

To enter a new 416/417, from the "Work" drop-down list, click on "416/417 425 550A 421" and the 416/417 Records List screen will be displayed (fig. 4). Any work records that are currently in your work file will be listed here. To enter a new 416/417, click on the "Add Project" button at the bottom of the screen and a new project screen will be displayed (fig. 5).



(Fig. 4 - Work - List Screen)

Enter the project information, starting with the mode code. The information should be entered in the data entry area, not in the "header" line. List of Values (LOVs "▼") and searching capabilities ("?") are available wherever you see designated symbols. Refer to Chapter 1 for information on searching, LOVs, and drop-down menus. (Refer to Helpful Information, Pg. 28-31, for descriptions and information pertaining to individual fields.)

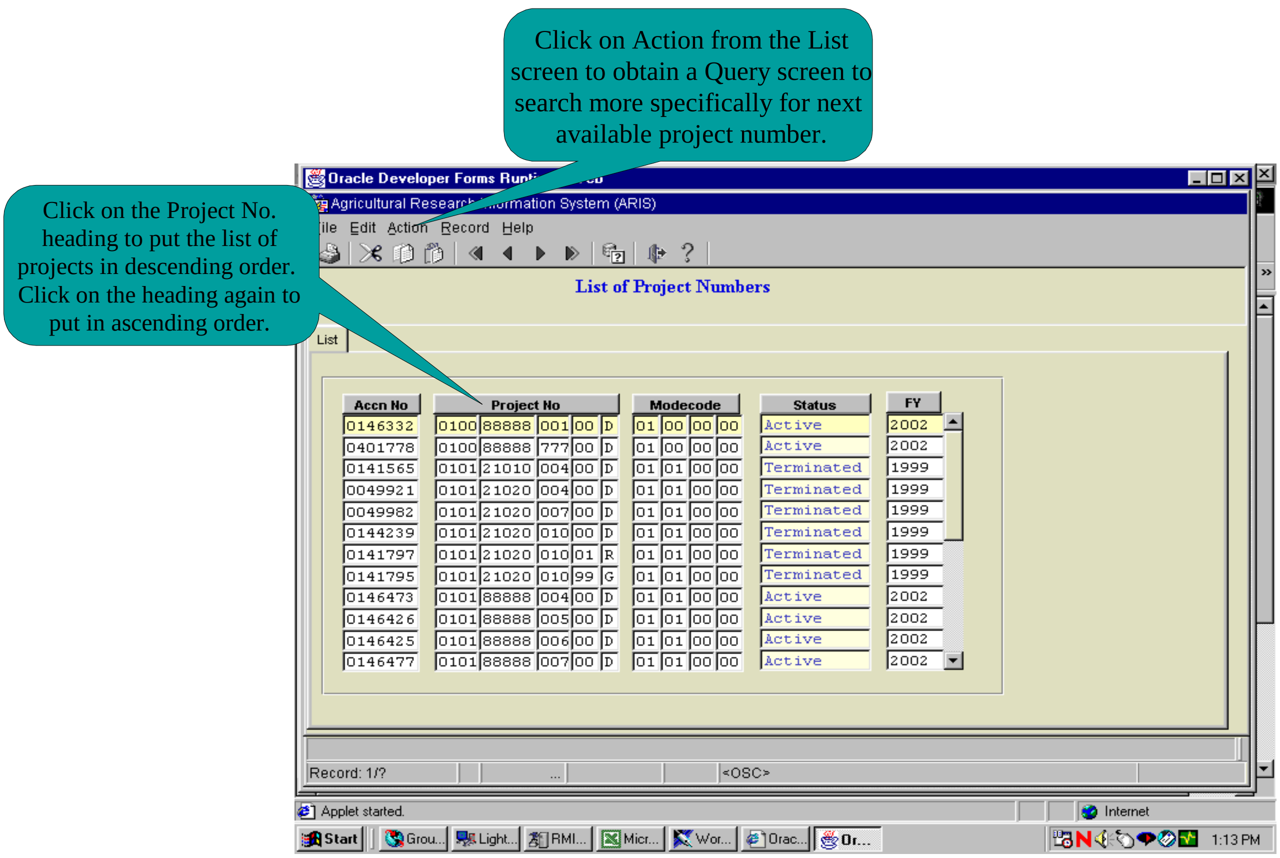


(Fig. 5 - Project Info Screen)

All basic project information will be entered on this screen. In addition, the ***remarks*** are located here. Remarks are now unlimited with word wrap. **NOTE:** Remarks should summarize the purpose of the project and changes being made. Remarks should help the readers understand and easily see what modifications have taken place.

For inhouse “D” projects, the ***agreement number and award date*** will always be left blank and the ***Agreement with*** field should always be marked as “None.” The ***Cooperators*** section should always be checked “USDA.”

To find the ***next available project number***, click on “Action” on the toolbar then “Find Next Available Project Number” from the drop down list and a listing of all the projects currently in the system in the designated mode code will be displayed. Click on the “Project No” heading, to put the listing in descending order to allow you to see the last project number. Remember, project numbers can only be used once. Even though a project may be terminated, its number cannot be reused. (See Chapter 6 for more information on Next Available Project Number.)

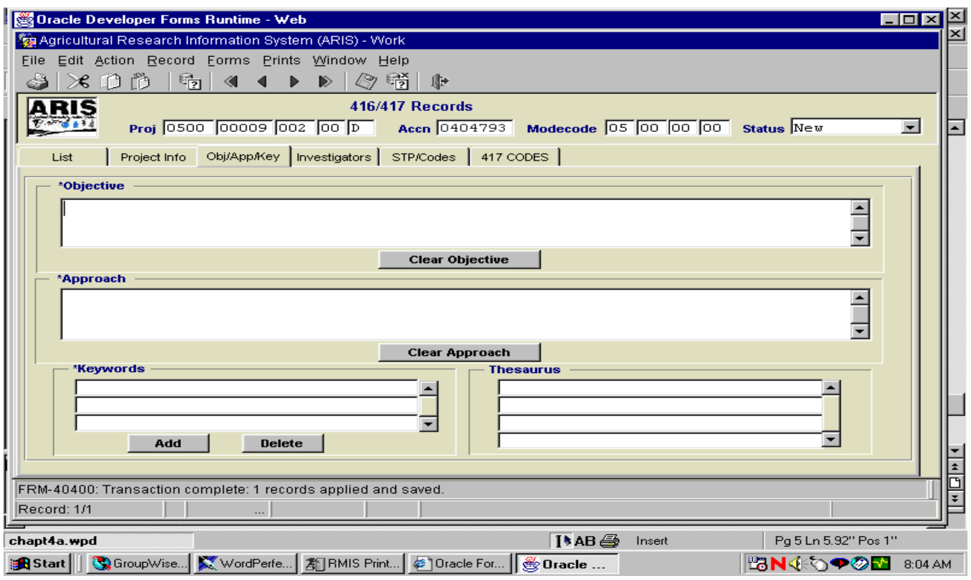


(Fig. 6 - Next Available Project Number Screen)

Once the next available number is obtained, jot it down and then return to the data entry screen to enter the new number. (See Helpful Information, pg. 29-32 for other data entry information).

Next available project number is also available from the "Research Documentation" screen. Click on "Work" on the toolbar, and then click on "Next Available Project Number."

Once you have completed data entry on the "Project Info" screen, click on the Obj/App/Key tab. The system will automatically bring you to a blank screen to enter objective, approach and keywords (fig. 7). **Note**: when entering a new project, the system does not prompt you to save from the Project Info screen to the next screen. However, after moving from this initial Project Info screen, it will prompt you to save each time you move to another screen. In addition, if you go back to the Project Info screen to make modifications, it will then prompt you to save. Or, you can click on the "disk" icon on the toolbar to save after data entry on the screen is complete.



(Fig. 7 - Obj/App/Key Screen)

On the Obj/App/Key screen, the ***Objective, Approach and Keywords*** should be entered. These fields are now much larger. Data for the objective and approach can be entered online or can be copied and pasted into the appropriate fields. If entering online, the field will automatically word wrap. One benefit of copying and pasting is using the spellcheck capability of the software originally used. At the current time, spellcheck is not available within ARIS. In addition, scientific notation cannot be used.

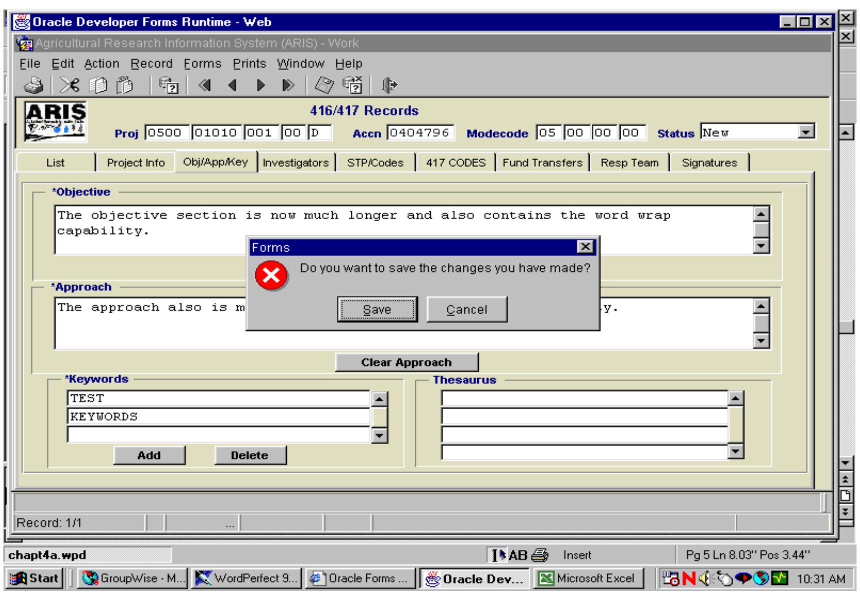
In order to delete all information in the objective or approach, click on the "Clear Objective" or "Clear Approach" button. You can also modify the existing objective and approach by clicking within each section and inserting/deleting information where necessary.

To enter ***keywords***, click on the “Add” button under the Keyword section and a line will be highlighted. Enter the keyword or keyword phrase. If additional keyword lines are needed, click on “Add” and enter the additional keywords and/or phrases. To delete an erroneous keyword, highlight the appropriate keyword line by clicking on it and then click “Delete.” The system will prompt you to make sure you really want to delete the keyword. If it should be deleted, click on “Yes.”

Thesaurus : The information in the Thesaurus section is not added by field users. NAL indexers will enter all the Thesaurus Keywords in ARIS.

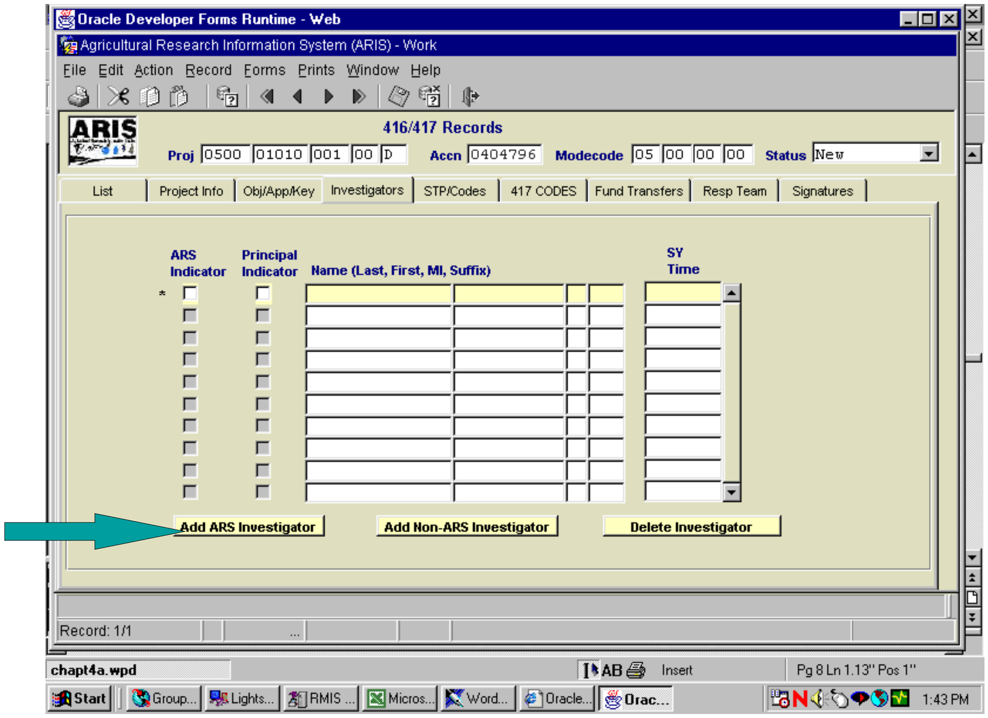
Collectively, the terms represent the "aboutness" or subject of the research. The purpose of these terms is to provide a consistent terminology throughout the ARIS database so that searching for research projects on the same topic is easier. A search on "pesticide residues" in the Thesaurus field will find every research project that is "about" pesticide residues.

ARS Scientists use the keyword field to describe the subject of their research, however, the terminology is not consistent from project to project. For example, projects about agrochemicals may have one of many keywords: "agrochemicals," "farm chemicals," agricultural chemicals," "agrichemicals," or "agri-chemicals." There are many terms that you can use to say "agrochemicals." A searcher looking for all projects about agrochemicals needs to search on each of these terms in the keyword field in order to find all the research projects on this topic. Since the NAL staff assigns only the thesaurus term "agrochemicals" to all of these projects, it is easier to find all the research projects on agrochemicals by searching the thesaurus term "agrochemicals" in the Thesaurus field.



(Fig. 8 - Saving and moving to Investigator screen)

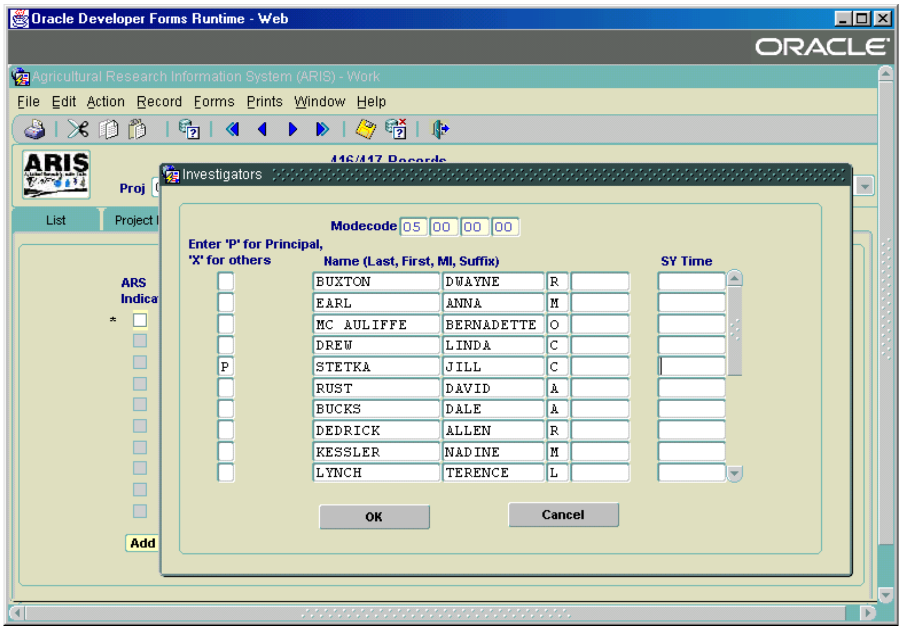
Once all the data entry is complete, click on the “Investigators” tab to go to the next screen. A prompt will be displayed asking if you want to save the changes made (fig. 8). Click on Save and this will bring you to the Investigator screen.



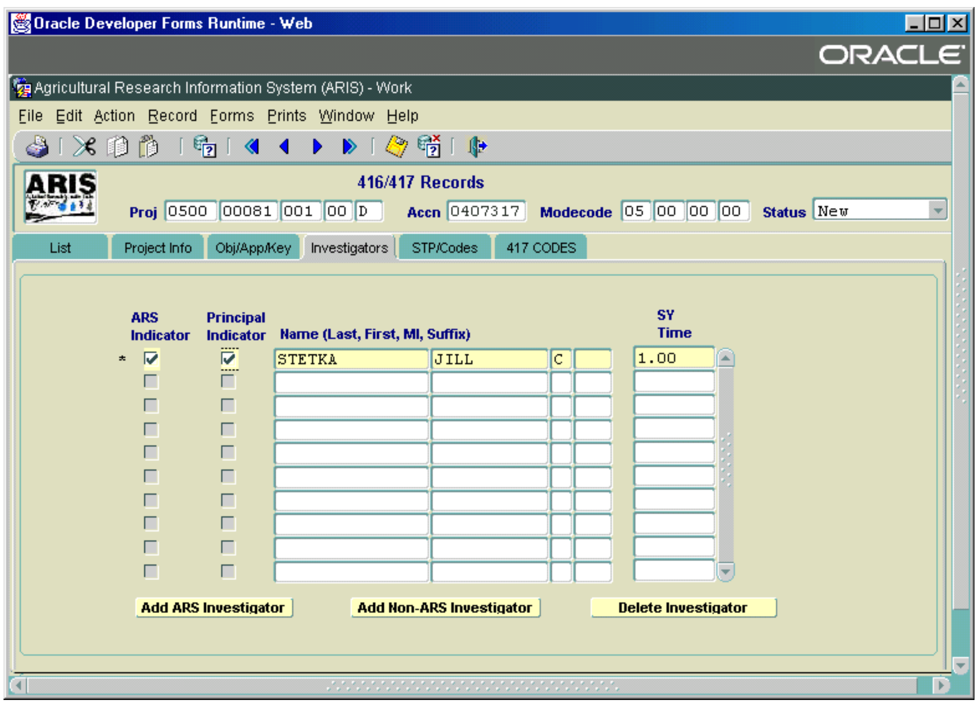
(Fig. 9 - Investigator Screen)

In order to add an ARS Investigator, click on the “Add ARS Investigator” button at the bottom of the screen (fig. 9). This will automatically bring up a listing of all ARS scientists (Category 1 and 4) within the mode code (fig 10). Select or search for the scientist and click on “OK.” This will automatically insert the marked scientist into the Investigator screen (fig. 11). Enter the associated SY time. Continue this process until all the required scientists are entered. One scientist is required to be the Principal Investigator (PI). Mark the box to the left of the scientist who should be designated as the PI. Only one scientist can be designated PI.

The SY time can be anywhere from .01 to 1.00 per SY. The system will give an error message if more than 1.00 SY time is added on an individual project per SY. **NOTE:** Each individual SY cannot exceed 1.00 SY time over all projects in which they are listed. All scientists, including RL’s, should equal 1.0 SY time, on either one project or across many projects.



(Fig. 10 - Investigators Listing)

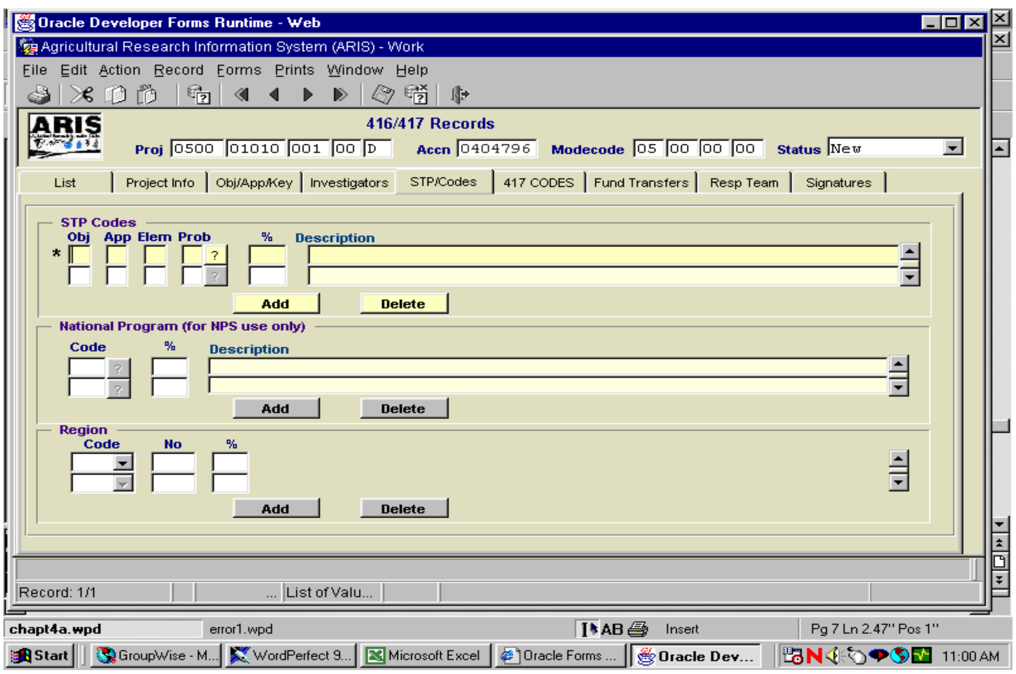


(Fig. 11 - Investigator Screen with added SY)

Non-ARS Investigators cannot be added to inhouse projects. If you add a non-ARS investigator, you must delete the investigator before you move to another screen.

To delete an investigator, click on the line with the investigator that needs to be deleted. Then, click, “Delete Investigator.” The system will give a prompt to make sure you want to delete. If correct, click “yes.”

Once all investigators are correct, click on the “STP/Codes” tab to go to the next screen. STP codes, National Program Codes and Regional Project Codes are added on this screen. **NOTE:** National Program codes are entered only at the NPS Level. Field users will be unable to enter NP codes.



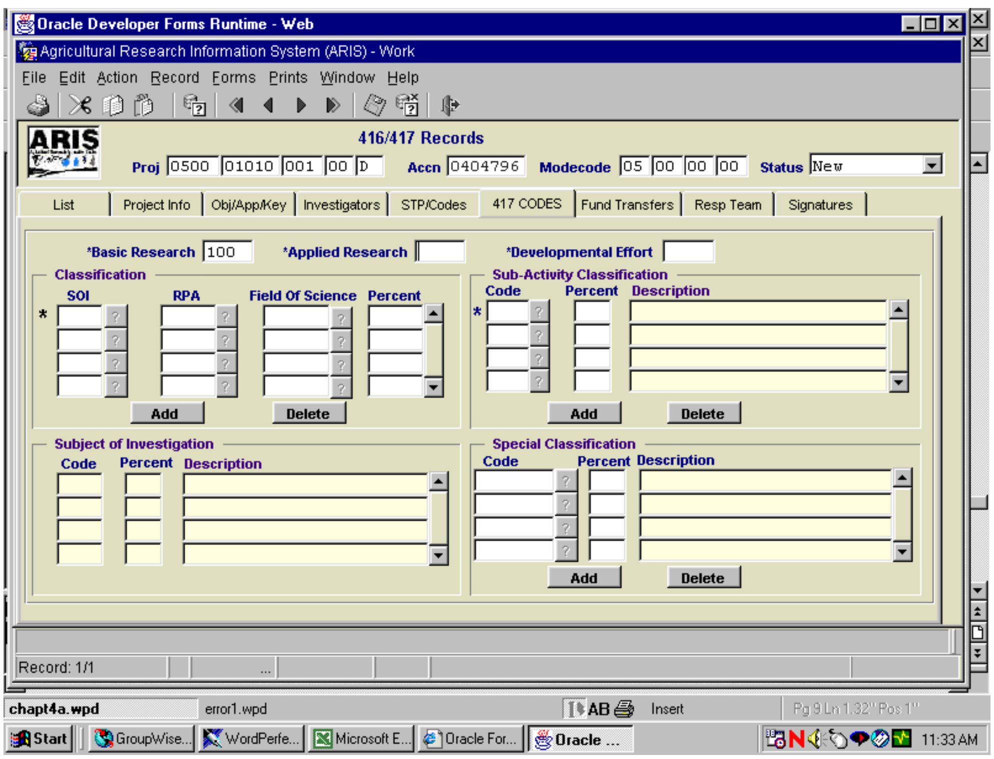
(Fig. 12 - STP/Codes Screen)

To enter the STP code(s), click on the “Add” button in the STP Codes section, enter the 4-digit STP code with the corresponding associated percentage. The STP description will be inserted by the system. To add a second STP code, click on “Add” button again and the second line will highlighted. Add the STP code and the corresponding percentage. **Remember:** STP codes must equal 100%. There can be either one or two STP codes, but the total must equal 100%. If unsure about the STP codes, click on the “?” and a listing will be displayed, which you can choose from or search for the needed code (see Chapter 1 for searching).

If a code is incorrectly entered, simply highlight the incorrect line, and click "Delete." The system will prompt you to make sure, then click on "Yes."

The Regional Project number should be added in the last section. Click on the "Add" button to add a code. If unsure, click on the "▼" and an LOVs will be displayed. Choose the appropriate code, and then add the number and percentage associated. These codes do not need to total 100%, and can be any designated percentage. This is not a required field. Every project does not have a Regional code. (Regional codes are only entered on in-house projects that have an SY working on a designated Regional Research Project (RRP)).

Once the STP codes, and Regional Project code(s) (if needed) are complete, click on the "417 Codes" tab to go to the next screen. On the 417 Codes screen the Basic/Applied/Developmental percentages, Subject of Investigation (SOI), Research Problem Area (RPA), Field of Science and Special Codes are entered (fig. 13).



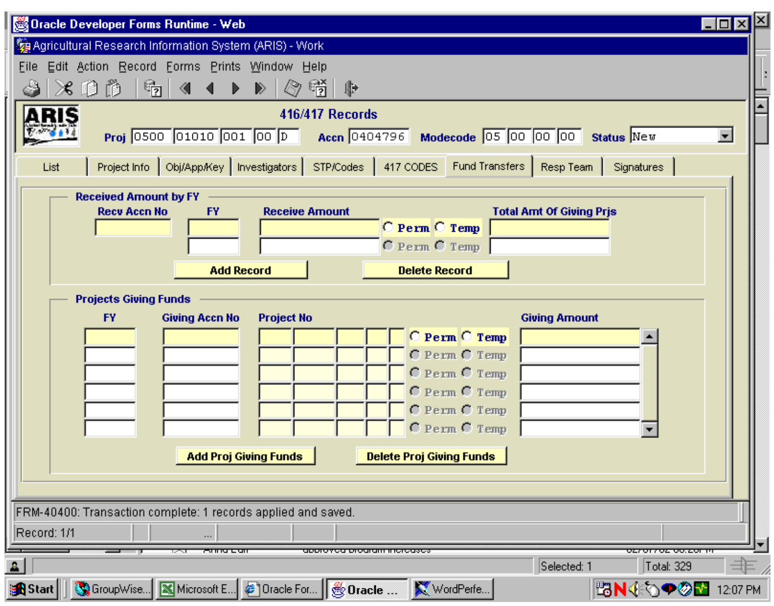
(Fig. 13 - 417 Codes Screen)

To add the percentage of effort for each of the Basic, Applied, or Developmental research type, enter the numerical percentage in the corresponding box. The total must equal 100%, either by combination or by use of one.

To add the SOI, RPA, and Field of Science codes, click on the “Add” button under the subheading “Classification” to highlight the first line in this section. Then enter the appropriate codes. If unsure of any codes, click on the “?” to see a listing or search for the needed codes (See Chapter 1 for Searching). There is no longer any class combination requirements. The only requirement is that each group (SOI, RPA and FOS) of codes must equal 100% individually. (Total for all SOI codes must equal 100%, etc.) The maximum lines allowed in this section is 10 lines.

Next click on the “Add” button under the Subactivity code section and add the appropriate codes. The total of all subactivity codes must equal 100%. Then go to the Special Classification Section. There are two required special codes for inhouse projects, Sustainable Agriculture (SA) and Farm Bill Codes (FBP). **Note:** To search for Farm Bill Codes, in the query box, enter “%FBP%”to retrieve the six Farm Bill codes. There can be one to six Farm Bill codes, and the combined total must equal 100%. Only one Sustainable Agriculture code is permitted and must equal 100%. Other codes should be entered as needed. BPMS special codes can only be added by the National Program Staff.

Once all codes have been entered, move to the Fund Transfer screen by first returning to the List screen. The Fund Transfer tab will appear and the project you just added will be highlighted. Click on the “Fund Transfer” tab, and the fund transfer screen will be displayed (fig. 14).



(Fig. 14 - Fund Transfer Screen)

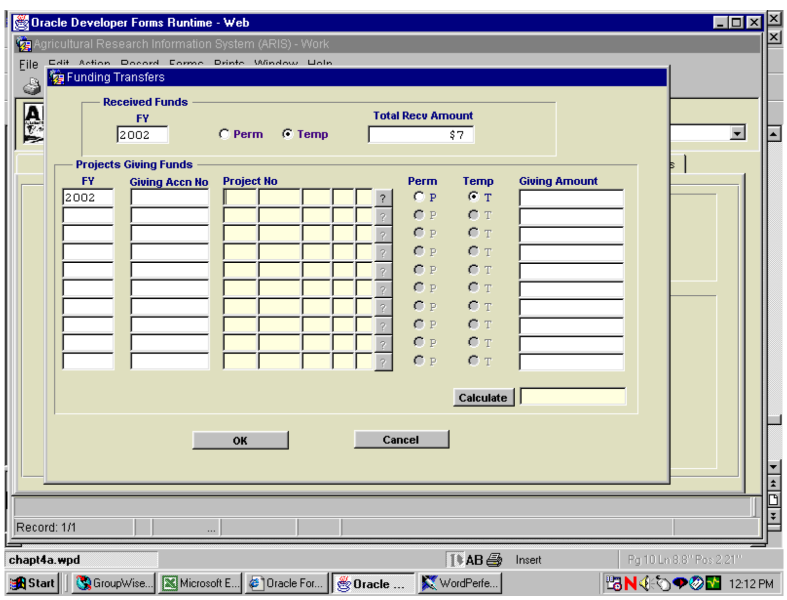
To add a fund transfer to the inhouse project, click on “Add Record” under the “Received Amount by FY” section. The Accession Number and FY will automatically be entered by the system. Enter the dollar amount to be received (no cents) and click on permanent or temporary. Total amount of giving project(s) will be automatically inserted once the Projects Giving Funds Section is added.

Next, click on the “Add Proj Giving Funds” button at the bottom of the screen to add the giving projects. This will bring you to a new blank screen (fig. 15). Add the project(s) providing the funds and the giving amount(s) by using the “?” to select the appropriate project and then click on “OK.” To add multiple projects, click on the fiscal year field below the last completed line to activate additional data entry lines.

The system automatically inserts the giving projects and amounts into the initial fund transfer screen (fig. 16). **Remember:** If receiving funds from outside your Area, prior approval must be obtained from that Area before submitting the fund transfer.

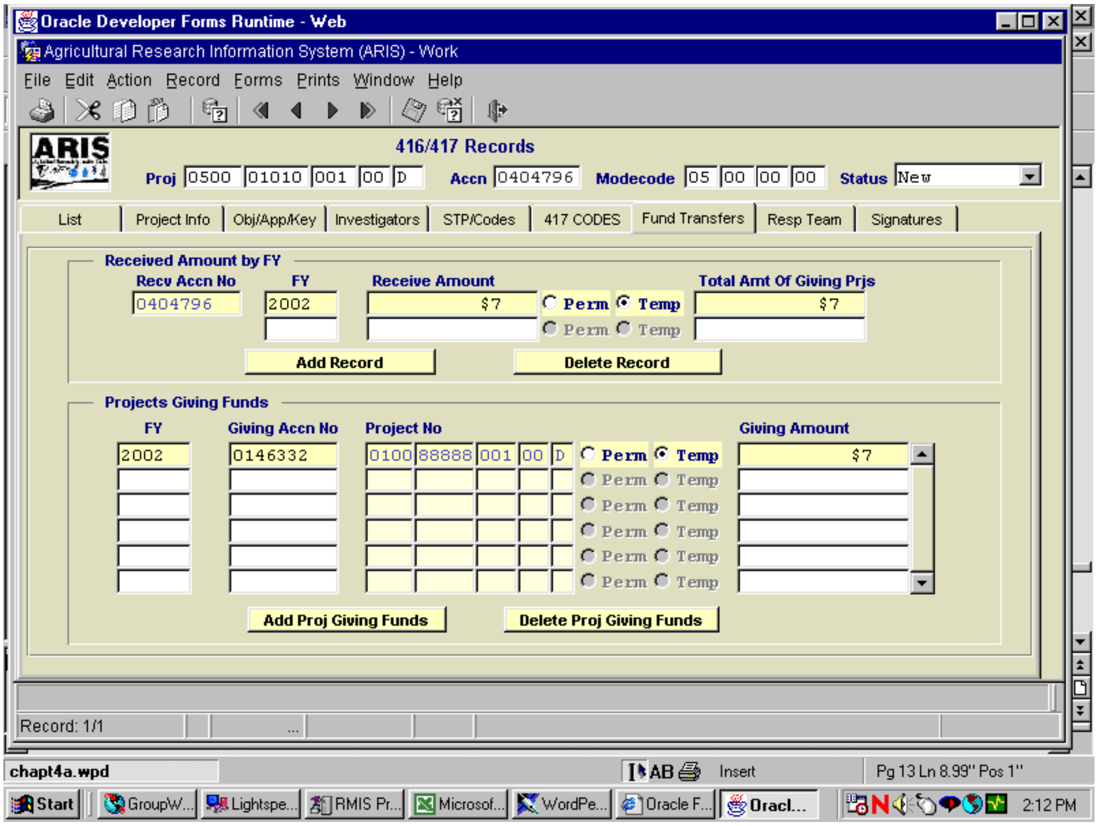
In order to delete a project providing funds, highlight the line with the project that needs to be deleted and click on the “Delete Proj Giving Funds” button. The system will prompt you to make certain you want to delete, then click on “yes.”

Remember: Receiving amount must equal the total giving amounts.



(Fig. 15 - Fund Transfer - Projects Giving Funds Screen)

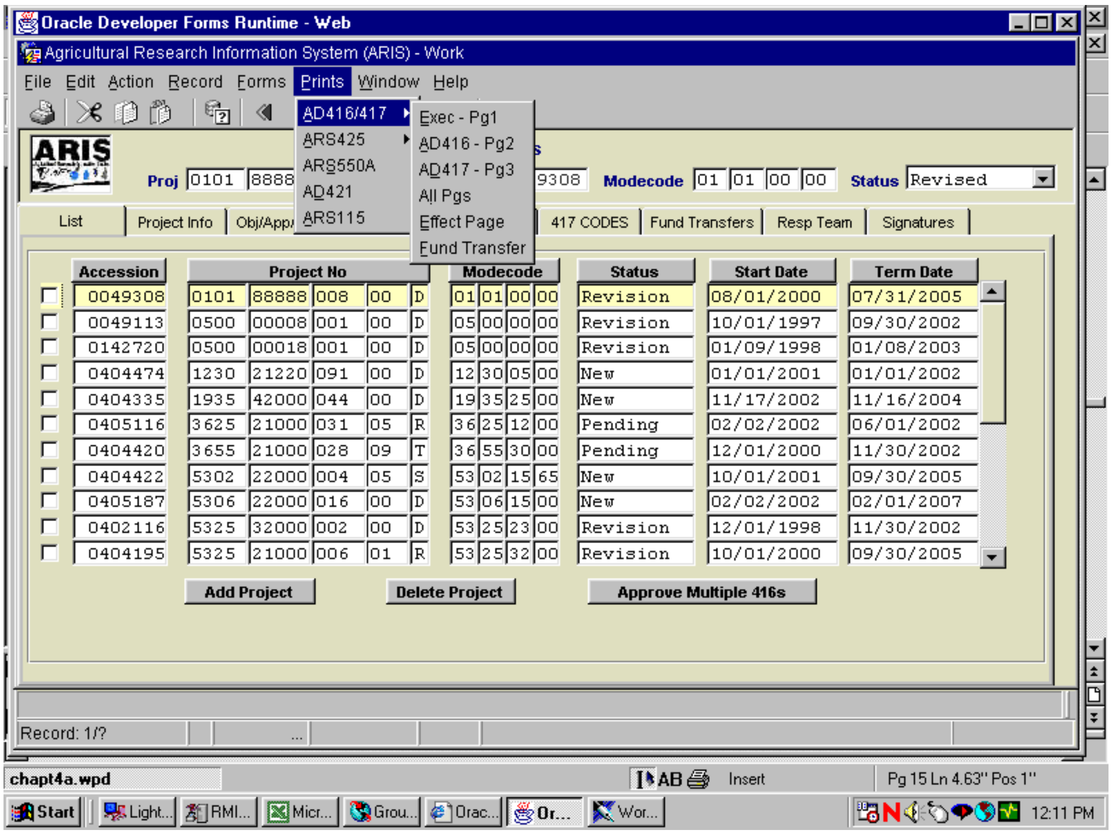
Once the fund transfer has been entered, the project entry is complete. You can now go to the list tab and the project will be in your work file. From here you can print the 416/417 and/or approve the project.



(Fig. 16 - Fund Transfer Screen with Added Fund Transfer)

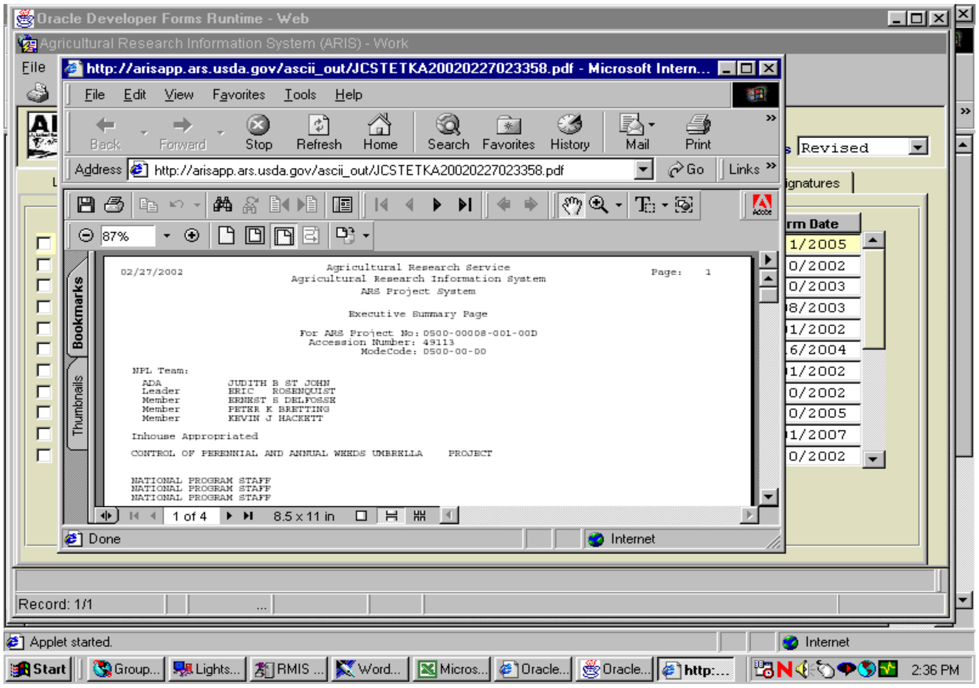
Printing

To print the 416/417 from the List Screen or from any other screen, mark the project to be printed and click on "Prints" from the Toolbar. A list of options will be displayed (fig. 1). Click on the appropriate option.



(Fig. 1 - List Screen with Print Options Displayed)

Adobe Acrobat will launch and will allow you view the project or print. To print, click on the "Printer" icon on the toolbar or click on "File" and then "Print."



(Fig. 2 - Adobe Acrobat Launched to Print)

Printing options include:

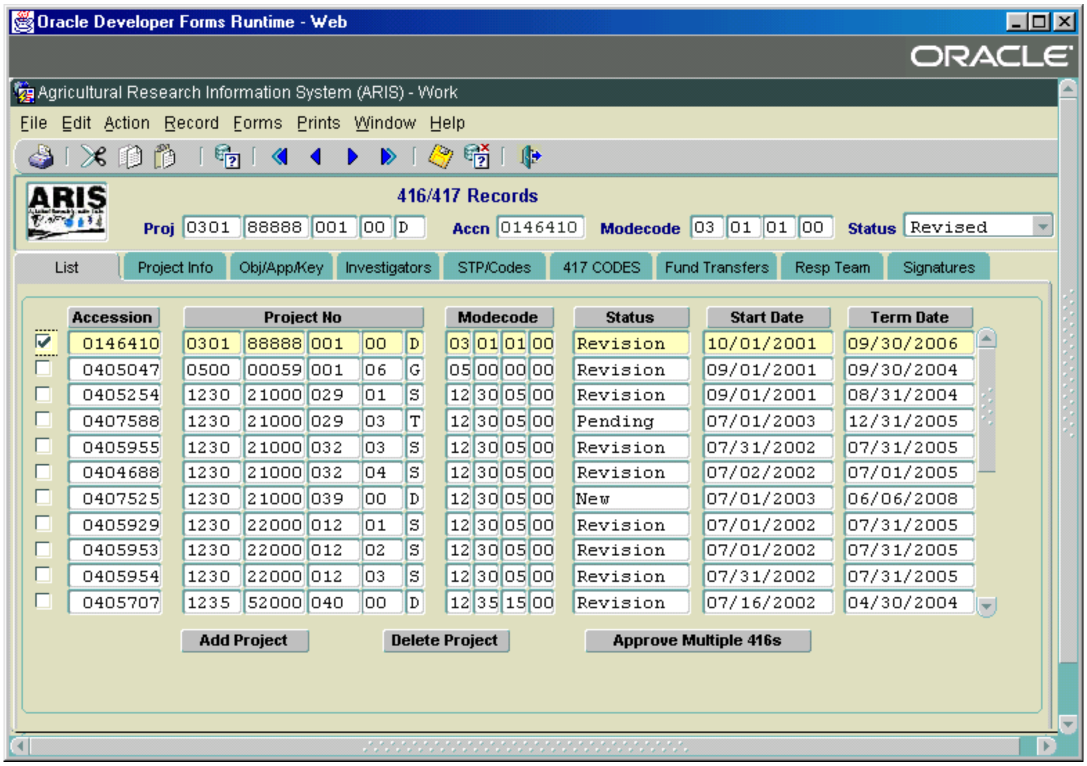
Name of Print	Description
Exec - Page 1	First page of 416
AD416 - Page 2	Second page of 416
AD-417 - Page 3	417 only (coding)
All Pages	Complete 416/417
Effect Page	Shows before and after effects of coding on permanent fund changes (only available in work file)
Fund Transfer	Fund transfer page only

Printing Approved Official Projects

Once projects are fully approved and active, follow the same instructions above to print the Approved Official Project from the Active file.

Approving the 416/417

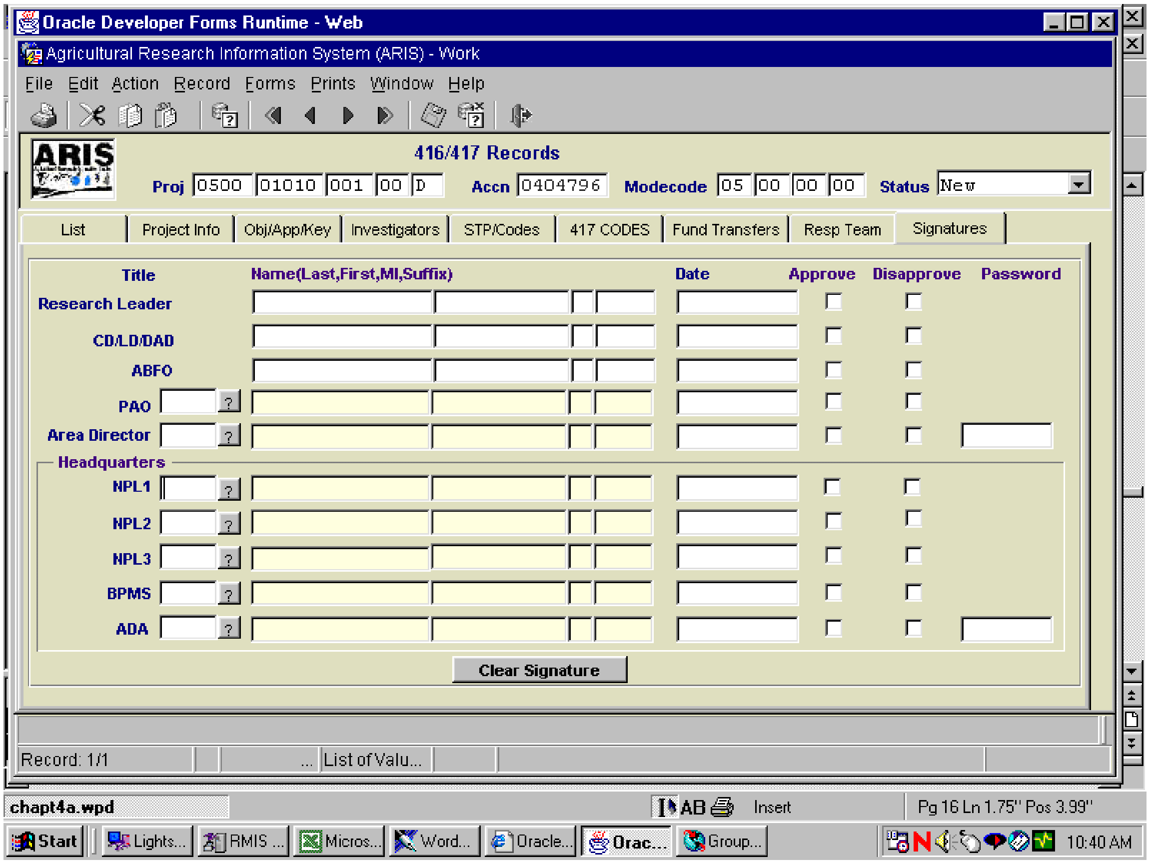
Once the project has been approved by the appropriate persons, from the Work File List screen, mark the project to be approved and then click on the “Signatures” tab.



(Fig. 1 - Work File List Screen)

The blank Signature Screen will be displayed (fig. 2). Add the appropriate signatures**.**

The Research Leader, CD/LD/DAD, and ABFO signatures are added by typing in Last Name, First Name, MI, and Suffix. The PAO and Area Directors require a signature code, and the Area Director requires a password. Once the names or codes are entered, enter the date of approval, whether the project is approved or disapproved, and password if required.

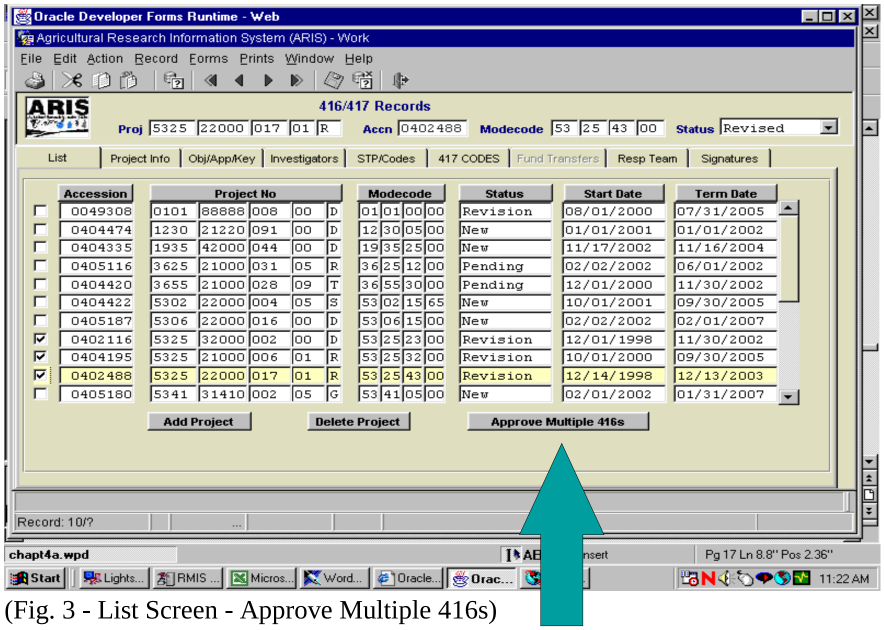


(Fig. 2 - Signature Screen)

Once all signatures have been added, click on the "List" tab. The system will prompt you to save your changes. Click on "Save" and the list screen will be displayed, and your project will no longer be in your Work file. If you go into "Status" you will see the project has moved to the next approval level. (See pg. 23 for Work Status).

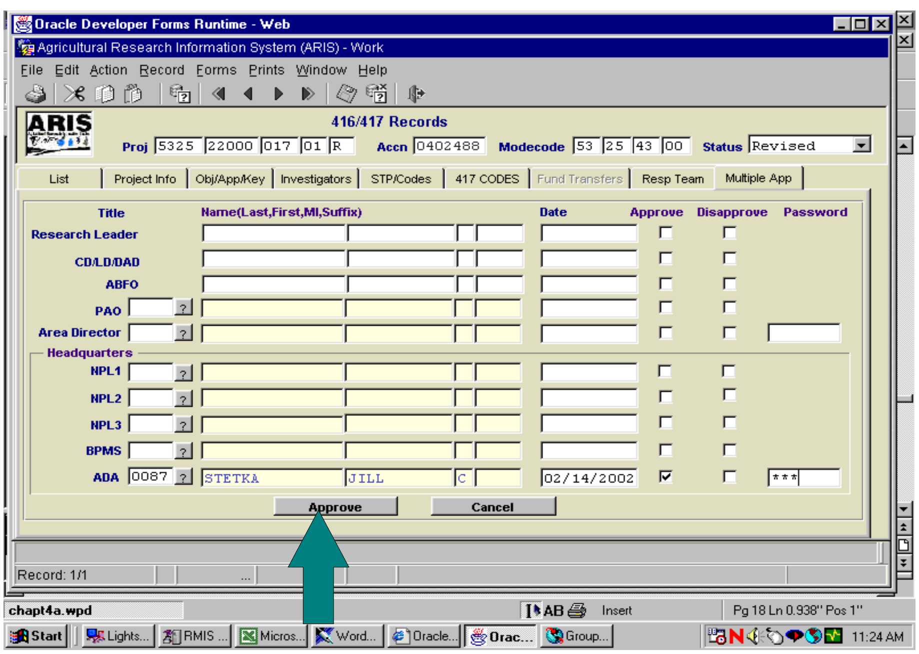
Approving Multiple Projects

To ***approve multiple projects***, from the "List" screen, mark all the project you wish to approve and click on "Multiple Approval" at the bottom of the screen (fig. 3).



(Fig. 3 - List Screen - Approve Multiple 416s)

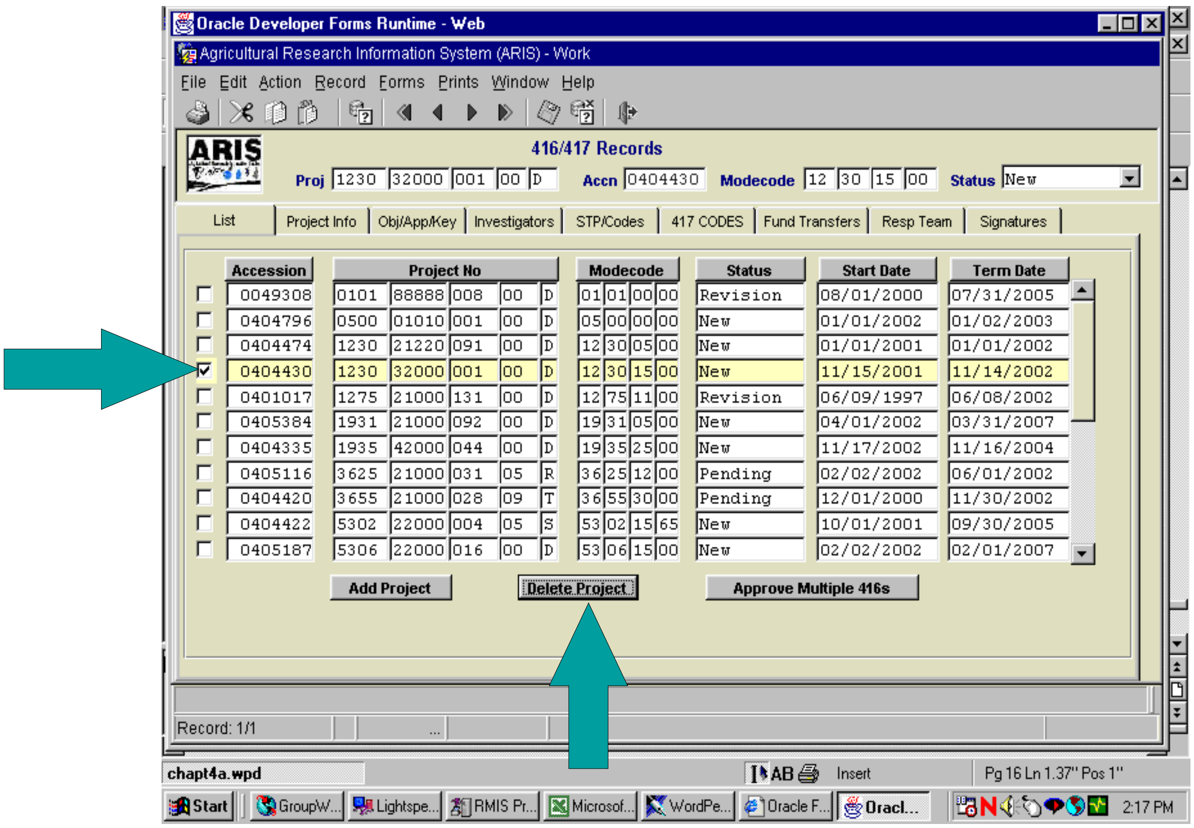
The signature screen will be displayed (fig. 4). Enter the appropriate signatures and then click on "Approve" at the bottom of the screen. Once approved, you will be returned to the "List" screen.



(Fig. 4 - Signature Screen - to Approve Multiple 416s)

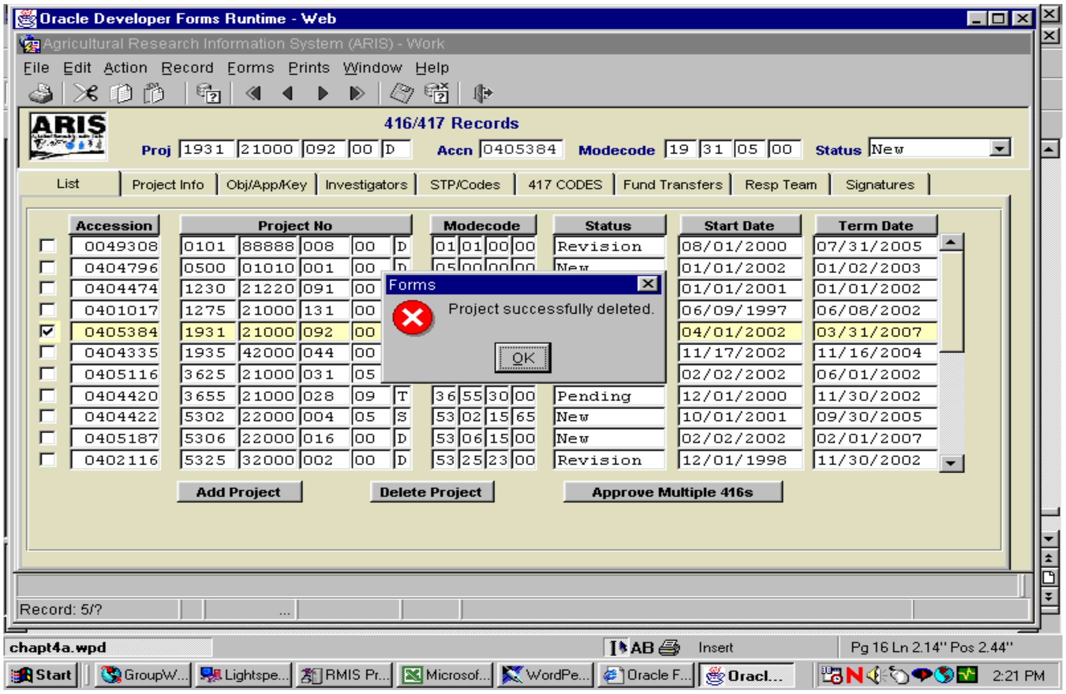
Deleting Work Files

In order to delete erroneous or unnecessary work files, go to the List screen in your Work file. Mark the project that needs to be deleted (fig. 1). Click on the "Delete Project" button at the bottom of the screen. The system will prompt you to make sure you really want to delete. Once you click on "Yes," the system will display a box that says "Project Successfully Deleted (fig. 2). Click on "OK" and the project be deleted from your Work file.



(Fig. 1 - Work File - List Screen - Deleting a Project)

Don't be afraid to delete work files. You will not harm the Active Files. The work record is only a copy of the Active file. However, if you enter a new project and it has not gone to the Active file, the information will be permanently deleted.



(Fig. 2 - Work File - List Screen - Project Deleted)

Work Status of 416/417

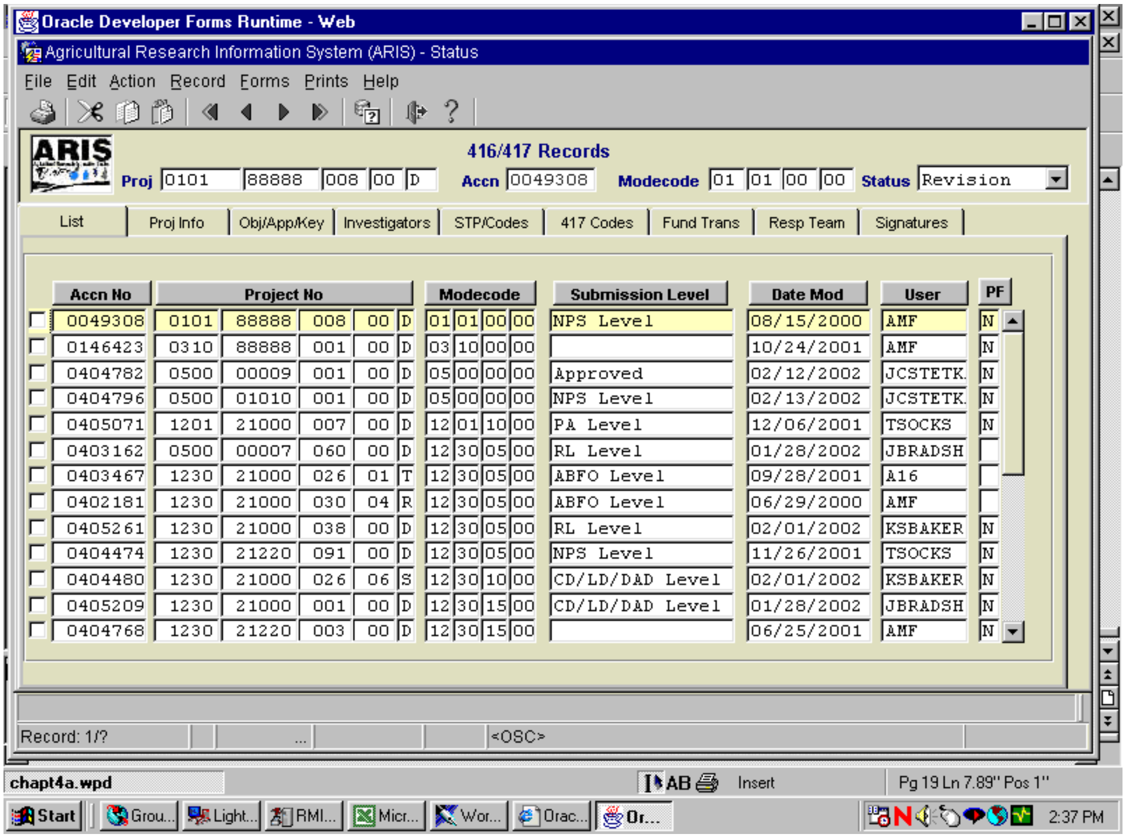
The Work Status section of ARIS is used to check the status of submissions/project actions at all levels. If a project appears in Work Status, the approval process is not complete and the action is not in the Active File. Only one work copy of an active file can be in the work file at any time. Therefore, if a project is in work status, then a work copy cannot be made from Active since the work record is already somewhere else in the process of being approved for another action.

From the ARIS Main Menu, click on Research Documentation. Then click on "Status" on the toolbar and on "416/417 425 550 421," if you wish to check on a 416/417 (fig. 1).

(Fig. 1 - Research Documentation Screen)

The List Screen will be displayed for all projects currently in the work file at all levels (fig. 2). The following is a listing of the possible submission status:

RL Level:	Project is in the RL level workfile
CD/LD/DAD:	Project is in the Center Director/Location Director/Deputy Area Director level workfile
AREA Level:	Project is in the Area Level workfile
NPS Level:	Project is in the National Program Staff workfile
NPS Approved:	Project action has been approved and will be official (Active) the next day
AREA to OVERNITE:	Project action has been approved and will be in the official file the next day
PAO Level:	Project is in the HQ or Area Contracting Section workfile
BPMS Level:	Project is in the Budget and Program Management Staff workfile



Accn No	Project No					Modecode				Submission Level	Date Mod	User	PF
0049308	0101	88888	008	00	D	01	01	00	00	NPS Level	08/15/2000	AMF	N
0146423	0310	88888	001	00	D	03	10	00	00		10/24/2001	AMF	N
0404782	0500	00009	001	00	D	05	00	00	00	Approved	02/12/2002	JCSTETK	N
0404796	0500	01010	001	00	D	05	00	00	00	NPS Level	02/13/2002	JCSTETK	N
0405071	1201	21000	007	00	D	12	01	10	00	PA Level	12/06/2001	TSOCKS	N
0403162	0500	00007	060	00	D	12	30	05	00	RL Level	01/28/2002	JBRADSH	
0403467	1230	21000	026	01	T	12	30	05	00	ABFO Level	09/28/2001	A16	
0402181	1230	21000	030	04	R	12	30	05	00	ABFO Level	06/29/2000	AMF	
0405261	1230	21000	038	00	D	12	30	05	00	RL Level	02/01/2002	KSBAKER	N
0404474	1230	21220	091	00	D	12	30	05	00	NPS Level	11/26/2001	TSOCKS	N
0404480	1230	21000	026	06	S	12	30	10	00	CD/LD/DAD Level	02/01/2002	KSBAKER	N
0405209	1230	21000	001	00	D	12	30	15	00	CD/LD/DAD Level	01/28/2002	JBRADSH	N
0404768	1230	21220	003	00	D	12	30	15	00		06/25/2001	AMF	N

(Fig. 2 - Work Status - List Screen)

Other information provided on the Work Status List Screen includes:

Accession Number, Project Number and Mode Code for each project.

Date Modified: This is the date the last user modified the project.

User: This is the ID of the User in which the project is currently located.

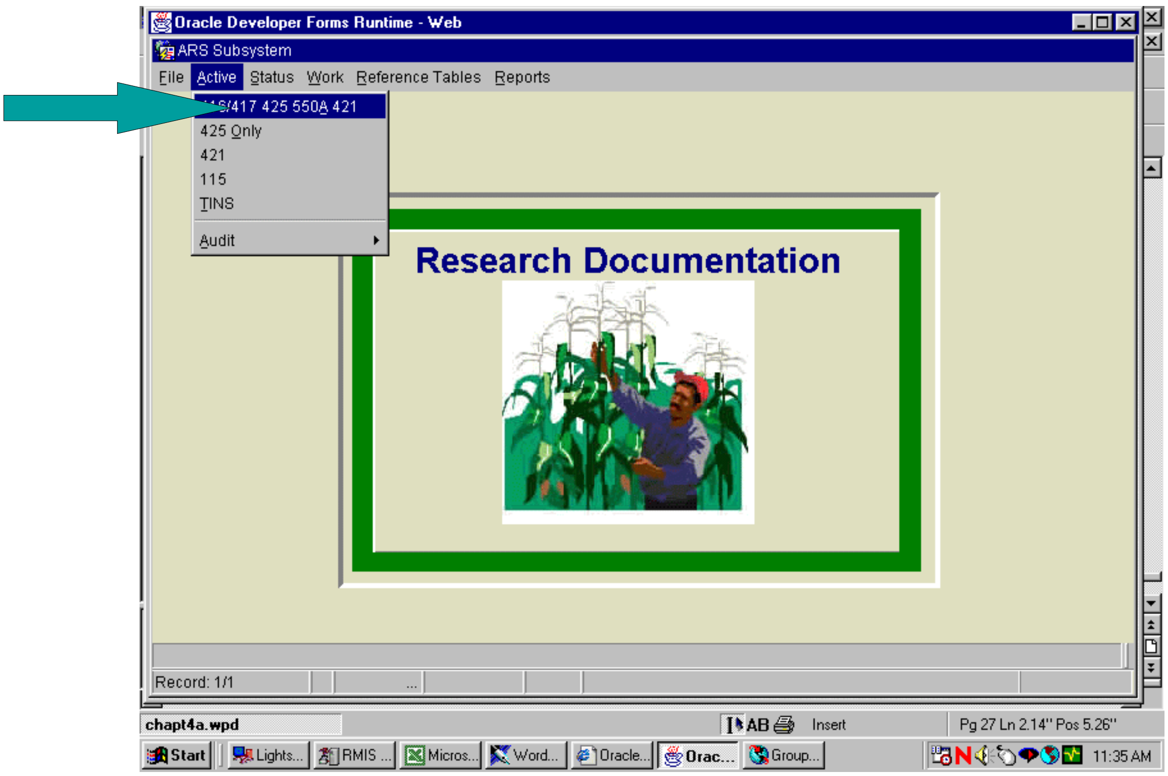
PF: This indicates whether the project has been printed at the level where it is listed. "N" indicates it has not been printed and "Y" indicates it has been printed.

From Work Status, you can view the projects in their entirety and/or you can print (See Chapter 2 on Printing). You cannot modify projects while they are in "Work Status" at any other User's level.

Modifying an Active 416/417

The Active file contains all existing approved projects. Modifications can be made to a 416/417 by creating a Work record (copy) of the project from the Active File. There can only be one project action in progress at a time.

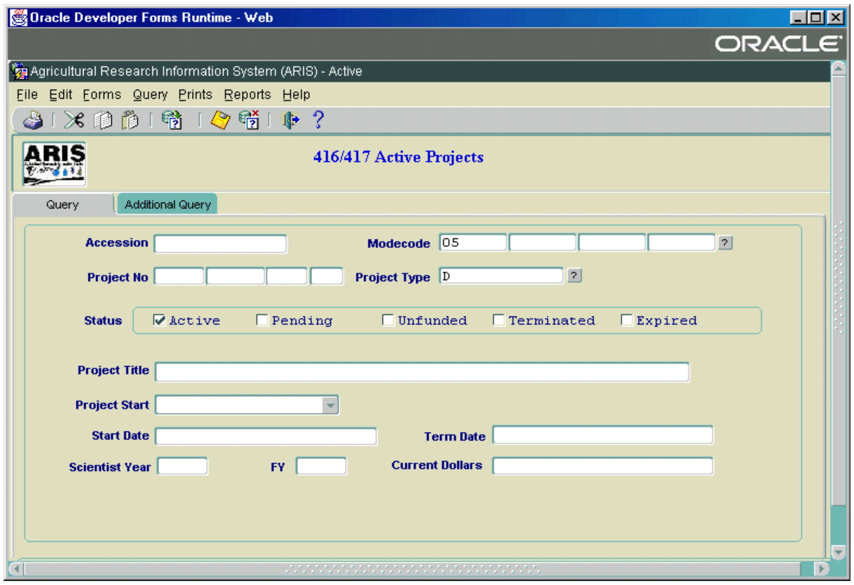
To create a work record to modify a project, from the Research Documentation screen, click on "Active" and then on "416/417 425 550A 421" (fig. 1).



(Fig. 1 - Research Documentation Screen)

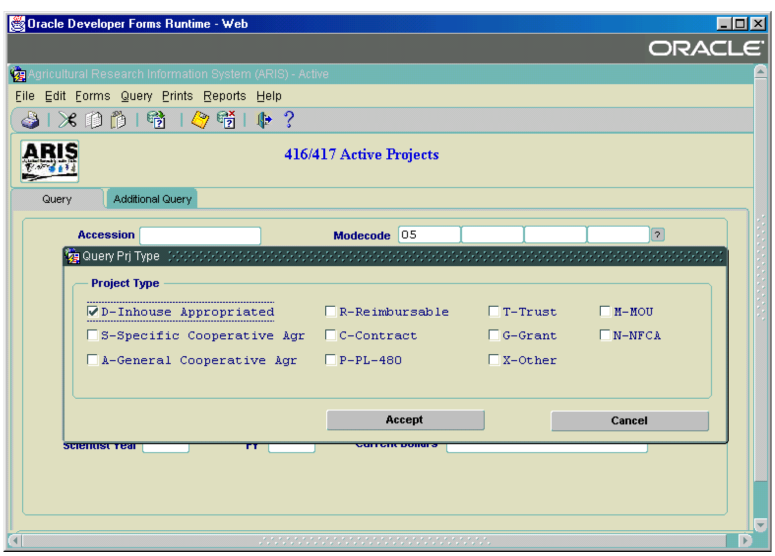
A Query screen will be displayed (fig. 2). Enter the information to retrieve the needed project(s). Then click on the "Execute Query" icon on the toolbar or you can click on the word "Query" and then click on "Execute."

(Example: Query is for all inhouse appropriate projects “D”, currently active, in mode code 05)

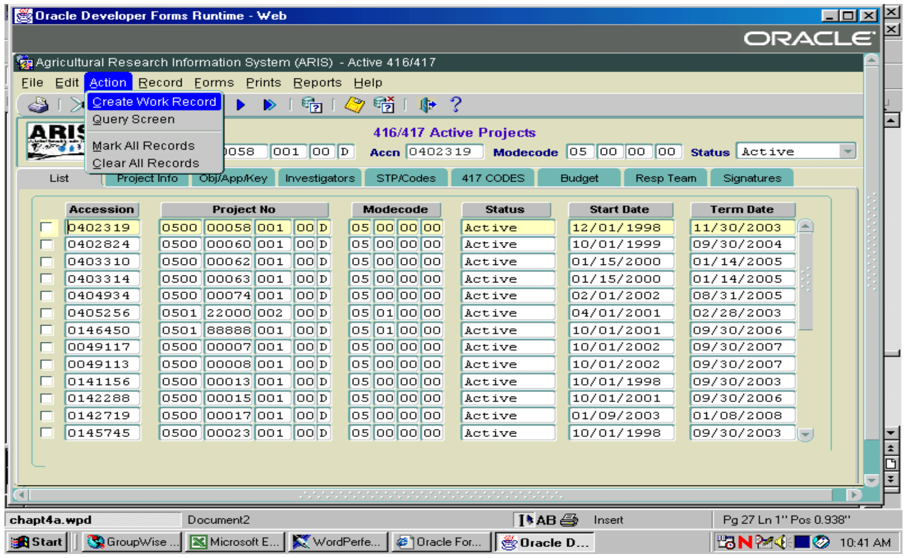


(Fig. 2 - Query Screen - Query for all active “D” projects in Mode Code 05)

Note: In order to select the project type, click on the “?” and a Project Type screen will be displayed (fig. 3). Check all the boxes that apply and click on the “Accept” button. The Project Types will then be inserted in the query screen. Or, type directly in the project type field. If more than one Project Type is being queried, separate them by a semicolon (D;S;G).

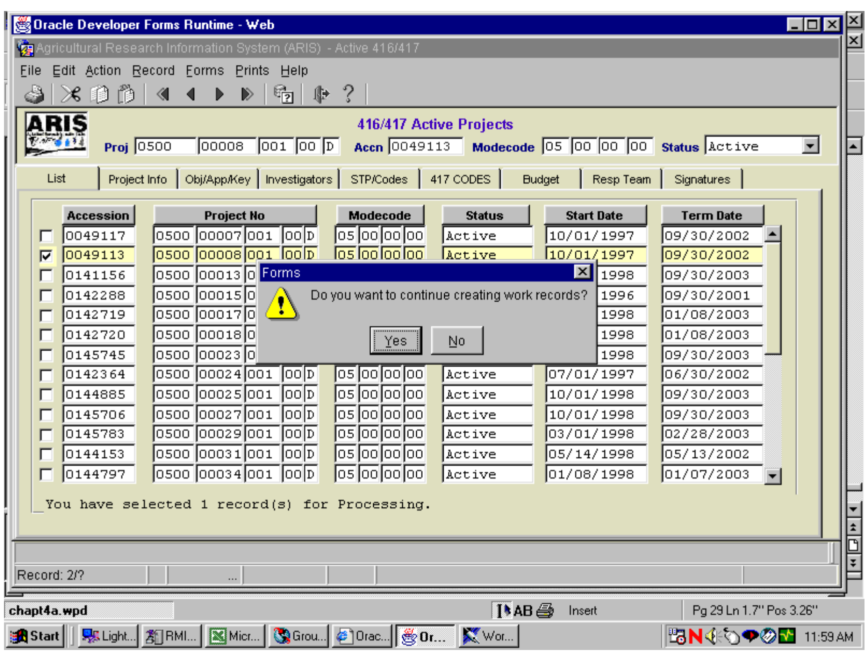


(Fig. 3 - Project Type Query Screen)

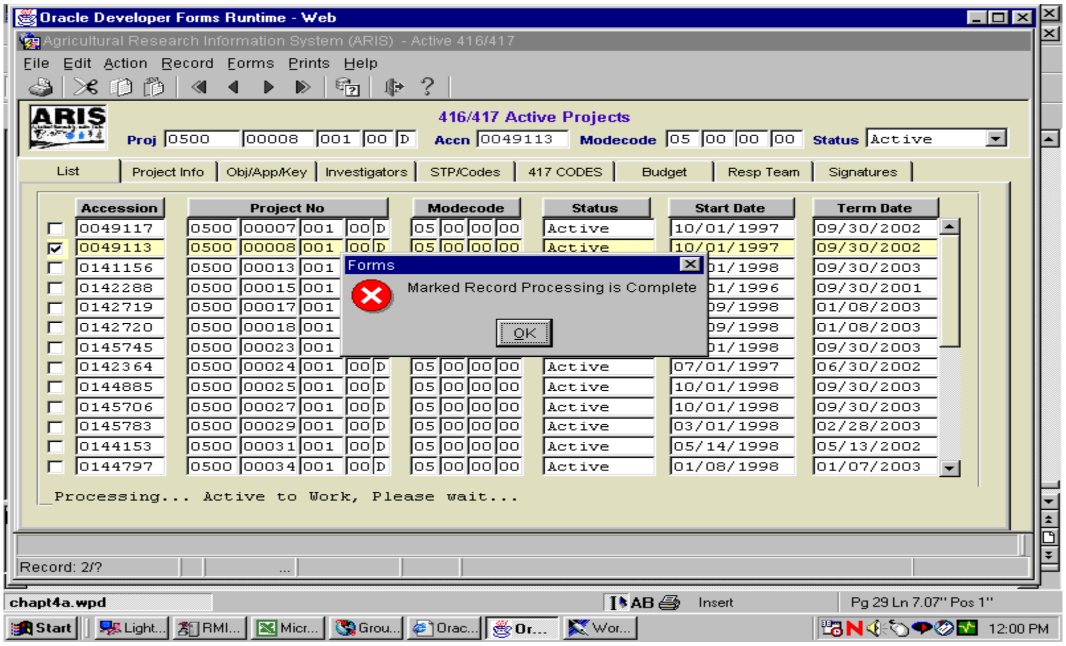


(Fig. 4 - List screen obtained from query)

Once the listing is displayed (fig. 4), mark the project(s) in which a work record is required. Then, click on "Action" on the toolbar, and "Create Work Record." A message will be displayed asking "Do you want to continue creating work records?" (fig. 5). Click on "yes" and a message will then be displayed "Marked Record Processing is Complete" (fig. 6).



(Fig. 5 - List screen - Creating work record)



(Fig. 6 - List screen - Creation of work records complete)

The system automatically creates a work record in your Work F ile. Exit the Active File and go into your Work File to modify the project as needed. Once all the modifications are complete, obtain approval from the appropriate persons, and approve it to move to the next approval level.

Remember: Always indicate in the Remarks section (under the Project Info tab) what modifications have been made.

Helpful Information/Coding Requirements

Accession Number	System generated, non-modifiable. This is a reliable number to query because the accession number will never change during the life of the project.
Location Code	System defaults to user's location code, non-modifiable.
Mode Codes	Mode codes represent the Areas, Locations and Management Units of ARS. Each set of two numbers represents the following: 1st two digits = Area 2nd two digits = Location 3rd two digits = Center, Laboratory or Management Unit 4th two digits = Management Units **Example:** *6208-05-10*, where 62 = Southern Plains Area; 08 = Lubbock, Texas; 05 = Cropping Systems Research Laboratory; and 10 = Cotton Production and Processing Research Unit.
Status	The available status options include: New (N), Revision (R), Expired (X), Terminated (E), Pending (F), or Unfunded (U)
Project Type	D = Inhouse Appropriated S = Specific Cooperative Agreement G = Grant A = General Cooperative Agreement C = Contract R = Reimbursable Agreement T = Trust X = Other M = Memorandum of Understanding N = Nonfunded Cooperative Agreement

Project Start	Project start options include: Normal Progression - used for establishing new inhouse projects and/or replacing existing inhouse projects. Budget Increase - used for inhouse projects established due to program increase funding. Extramural 550A - used for specific cooperative agreements, contracts, grants, memoranda of understanding, and nonfunded cooperative agreements. External funding - used for incoming funds from reimbursable or trust agreements. Headquarters funding - used for inhouse projects established from headquarters funding.
Project Number	The project number consists of five coded elements, structured as follows: a-b-c-d-e, where a = location (4 digit location mode code); b = objective/approach code(s) (STP); c = sequential number; d = project linkage code; e = Project type identification (D, R, S, T, C, G, M, N, A, X).
Start/Termination Date	Proposed start and termination dates of the project, entered as MM/DD/YYYY. The duration of the project is system calculated based on these dates. The maximum allowable duration for any project is five years (60 months).
Performing Organizations (Department and Institute Codes)	For Project Types "D", "R", and "T" - the system defaults the ARS location Institute code and it must always be ARS. For Types S, G, M, N, C, and A - the Institute code of the outside institute is entered, and is never ARS. Performing Department is not a required field, and is only used for S, G, M, N, C, and A. The Department within the Institute of the outside organization should be entered. Once the code is entered, the system will automatically generate the name. If the required code(s) is not found in the database, contact your Area Program Analyst to get a new code established.
Research Facilities	Indicates type of agency that controls the office in which the research will be conducted. The options are: Federally owned, Federally leased, Combined, State, or Other.
Research on Campus	Indicates if the Principal Investigator is located on a college or university campus. (Options: Yes or No)
Cooperators	Indicates the cooperators associated with the project. This applies to all projects, except inhouse "D". (Inhouse should be designated as "USDA")
Agreement Number	The Agreement Number is required on all projects except "D". It is entered when the project is executed.

Award Date	The Award Date is required on all projects except “D”. It is entered when the project is executed.
Agreement with?	Applicable for Extramural Research projects (S, C, G, M, N, A). Options include: SAES - agreement with a State Agricultural Experiment Station; Other; or None. For “D” projects, it should always be “None.”
Remarks	The Remarks section is used to document the purpose of the action, whether an existing project or establishing a new project. Information should include all changes made, such as fund transfers, extensions of time, modifying codes, establishing a new project, etc. Remarks have been extended from the previous 3 line limit and has word wrap capability.
Investigators	Enter a “P” next to the investigator designated as the ARS principal investigator on the project. The Principal Investigator will propagate to the 550a as the ADODR, if the project is an S, C, M, N, or G. There is no limit on the number of investigators. All ARS scientists entered must be Category 1 or 4. (For inhouse projects, only ARS SYs can be listed. For other project types, non-ARS investigators may be listed.)
Objective	The objective has wordwrap capability and can be a maximum of 3200 characters long. Reminder: Do not use scientific symbols–the system will not accept them in the proper form.
Approach	The approach has wordwrap capability and can be a maximum of 3200 characters long. If the project has the BRCOM code in Special Codes, the last line of the approach should include the BL level and date of certification.
STP Codes	Minimum of one STP code is required; a maximum of two are allowed. STP codes must equal 100%. STP codes affect the project number. Therefore, if there is a change in the existing STP codes, the project number could potentially change as well.
Activity Codes	Minimum of one code is required, minimum 10% each, maximum of 10 codes allowed. Must equal 100%.
Subject of Investigation (SOI); Field of Science; Research Problem Area (RPA)	Minimum of one code is required, minimum 10% each, maximum of 10 codes allowed. Must equal 100%. There is no class combination restrictions.
Special Classification	See Coding table below for specific restrictions/requirements. All special coding must have a minimum of 10%.

Basic/Applied/ Developmental	Use any combination of the three to equal 100%; minimum 10% and must equal 100%
National Program Code	Can only be entered at NPS level. The three percentage combinations allowable are: 100%; 70/30; or 60/40. Always must equal 100%.

Special Code	**Requirements/Restrictions**
BARD Code	Should always be 100%.
BC Codes	Can have a combination of BC codes. Minimum of 10% each, combination cannot exceed 100%.
BPMS Codes	Can only be entered at NPS level. Can have a combination of BPMS codes. Minimum of 10% each, combination can exceed 100%.
BR Codes	Can have a combination of BR codes. Minimum of 10% each, combination cannot exceed 100%.
BRCOM (Biosafety)	Minimum of 10%, cannot exceed 100%. If the BRCOM code is used, BL level and date of certification/recertification must be in the last line of the Approach Section of the 416.
BT Codes	Can have a combination of BT codes. Minimum of 10% each, combination cannot exceed 100%.
BTER	If BTER is used, must also have at least two BT codes listed on the project.
CRADA code	Must equal 100%.
CRG code	CSREES Competitive Grants should be coded 100%.
Farm Bill Codes	**Required on all "D" projects**. Can have a combination of FBP 1 to 6 codes. Minimum of 10% each, combination cannot exceed 100%.
IPM Codes	Can have a combination of IPM codes. Minimum of 10% each, combination can exceed 100%.
PC Codes	Can have a combination of PC codes. Minimum of 10% each, combination cannot exceed 100%.
PST Codes	Can have a combination of PST codes. Minimum of 10% each, combination cannot exceed 100%.

Sustainable Ag Codes (SA +/-) Determined by Worksheet	**Required on all “D” projects**. Only one code allowed and must equal 100%.
X1890	Cannot exceed 100%.
All other Special Codes	Minimum of 10% each. Combination of codes can exceed 100%.
NOTE: See Chapter 13A. for more information and descriptions of Special Codes.	